

Position Title: Manager, People, Culture and Governance

Location: Thunder Bay, ON

Term: Full-Time, Permanent

Employer: Thunder Bay Port Authority (Port of Thunder Bay)

Reports To: Director of Corporate and Commercial Affairs

ABOUT THE PORT OF THUNDER BAY

Thunder Bay Port Authority is a federal port authority established under the Canada Marine Act (1999). TBPA is responsible for managing federal port lands and assets, supporting safe and efficient navigation, facilitating marine commerce, and maintaining port infrastructure in a manner that supports economic activity and the public interest.

Operating as Port of Thunder Bay, this small organization owns and operates Keefer Terminal, a multi-user warehousing and general marine cargo import facility serving domestic and international markets. Through its marine, infrastructure, and property operations, the Port of Thunder Bay plays a critical role in national supply chains, serving as a gateway between Western Canada and global markets. The port facilitates the export of Western Canadian commodities and the import of international cargo and infrastructure supporting domestic industries, while also providing significant employment and economic benefits to the local community.

POSITION SUMMARY

The Manager, People, Culture & Governance is responsible for leading the full scope of human resources functions at the Thunder Bay Port Authority (a team of approximately 10 employees), while also serving as Corporate Secretary to the Board of Directors.

This role blends operational human resources leadership with organizational culture development and corporate governance responsibilities. The successful candidate will oversee core people functions including workforce planning, training and development, recruitment, employee relations, payroll, benefits administration, and policy development, while fostering a positive, inclusive, and high-performing workplace.

As Corporate Secretary, this position plays a key role in supporting effective governance by coordinating Board and committee activities, maintaining official records, and acting as a liaison between management and the Board of Directors.

This is a highly collaborative role that contributes directly to organizational effectiveness, compliance, and a strong workplace culture.

KEY RESPONSIBILITIES

HUMAN RESOURCES

- Develop, implement, and maintain human resources policies, procedures, and programs; support training and compliance monitoring
- Lead and administer full-cycle recruitment, onboarding, and offboarding processes
- Coordinate payroll and benefits administration, ensuring accuracy and compliance with applicable legislation and internal controls
- Provide advice and support on employee relations matters, including performance management, conflict resolution, and workplace investigations
- Own and administer the performance management cycle, including goal setting, reviews, and continuous improvement processes
- Maintain accurate and confidential employee records in accordance with legislative and organizational requirements
- Ensure compliance with employment standards and any applicable legislation
- Oversee employee leave, attendance, and vacation administration
- Support workforce planning and organizational needs

CORPORATE SECRETARY & GOVERNANCE

- Serve as Corporate Secretary to the Board of Directors and Board Committees
- Coordinate all Board and committee meetings, including scheduling, agenda development, and materials distribution
- Prepare and maintain accurate minutes and official records of Board proceedings
- Manage and maintain the Board portal and governance documentation systems
- Act as a liaison between the Board of Directors and senior management
- Support the development and maintenance of governance policies, and related documentation
- Ensure compliance with applicable governance frameworks, legislation, and reporting requirements
- Coordinate Board onboarding, orientation, and ongoing training
- Support the preparation of reports, briefing materials, and corporate documentation for Board review

ADMINISTRATION & ORGANIZATIONAL SUPPORT

- Contribute to organizational reporting and compliance requirements
- Support internal communications related to people, culture, and governance matters
- Administer responsibilities related to Access to Information and Privacy (ATIP) and official languages requirements
- Lead the development, review, and ongoing maintenance of organizational policies and procedures, ensuring regular updates and version control
- Develop and maintain an annual planning calendar to support key organizational activities, governance requirements, and recurring priorities
- Participate in cross-functional initiatives and projects
- Provide general administrative support aligned with the needs of a small organization

QUALIFICATIONS

- Post-secondary education in Human Resources, Business Administration, or a related field
 - CHRP/CHRL designation (or working toward) considered an asset
 - Minimum 5 years of progressive experience in human resources
 - Experience supporting a Board of Directors or working within a governance structure is considered a strong asset
 - Experience with payroll and benefits administration
 - Knowledge of applicable employment legislation and human resources best practices
 - Strong organizational and time management skills with the ability to manage multiple priorities
 - High level of discretion and ability to handle confidential and sensitive information
 - Excellent written and verbal communication skills
 - Bilingualism (English/French) is considered an asset
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WORK SCHEDULE

- Full-time (35 hours per week), in person
 - Monday to Friday, 8:30 a.m. – 4:30 p.m.
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COMPENSATION

- \$80,000-\$100,000
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WHAT WE OFFER

- Opportunity to shape people, culture, and governance practices within a federal port authority
- Direct exposure to senior leadership and Board-level operations
- Collaborative and mission-driven work environment
- Competitive compensation and benefits package, including:
 - Company pension
 - Dental care
 - Disability insurance
 - Employee assistance program
 - On-site parking
 - Tuition reimbursement
 - Vision care

LAND ACKNOWLEDGEMENT

The Thunder Bay Port Authority acknowledges that it is located on the traditional territory of the Anishinaabe and Métis peoples, with its marine terminal operating on the lands of Fort William First Nation and cargo navigation routes passing through the waters of many First Nation communities who are signatories to the Robinson Superior Treaty of 1850.

As an organization, the Thunder Bay Port Authority is committed to ongoing learning and understanding of Indigenous histories and realities, and to advancing reconciliation through respectful relationships with Indigenous communities and their lands.

HOW TO APPLY

Please submit your resume and cover letter to tbport@tbport.on.ca

Application Deadline: April 19, 2026